



# Vacancy Announcement

Form 199  
(Rev 2/92)

## INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2004/17/P-O

DEADLINE FOR APPLICATIONS: 30 September 2004

POST TITLE: CHIEF, PERSONNEL BRANCH  
LEVEL: P-O

DUTY STATION: Montreal  
DATE FOR ENTRY ON DUTY: After 30 September 2004  
POST NO. AND CCOG CODE 7200.001/1.A.06.

**ORGANIZATIONAL UNIT:** Personnel Branch, Bureau of Administration and Services, Headquarters.

The Personnel Branch (PER) is responsible for the human resources management of the Organization, requiring planning, development and implementation of personnel policies involving participation in inter-agency meetings and consultation with the Staff Association, embracing conditions of service (salaries, allowances and other entitlements); staff welfare (pensions, insurance and medical services); recruitment and personnel administration; promotion, transfer and separation of staff; training and development; performance management; establishment control and job classification; preparation of studies and documentation in the personnel field and provision of personnel advice and guidance within the Secretariat.

### QUALIFICATIONS & EXPERIENCE - ESSENTIAL:

Advanced university degree or equivalent academic qualifications and experience, preferably with a specialization in public administration, business administration, law, economics or social sciences. At least 15 years of experience in the field of human resources management in either an executive or senior consulting capacity, including development and application of personnel policies, regulations and procedures, of which at least five should have been with an international organization. Sound knowledge of human resources management in the United Nations common system.

### QUALIFICATIONS & EXPERIENCE - DESIRABLE:

Experience with computer-based personnel systems. Proven ability to manage personnel or related services. Ability to write clearly and concisely and to present articulate verbal reports. Thoroughness, accuracy, discretion, maturity of judgement and ability to maintain harmonious working relationships.

### LANGUAGES:

Command of one of the languages of the Organization (Arabic, Chinese, English, French, Russian, Spanish) essential and a good working knowledge of one of the others desirable.

### MAJOR DUTIES: (see overleaf)

**DURATION OF APPOINTMENT:** Initial appointment will be on a three-year, fixed-term basis (for an external candidate, first year is probationary).

REMUNERATION: Level P-O	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum
	Single	U.S. \$82 045		U.S. \$24 695
	Dependency	U.S. \$88 762		U.S. \$26 717

Post Adjustment is subject to change.

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization.

**THIS VACANCY IS OPEN TO BOTH FEMALE AND MALE CANDIDATES. IN ORDER TO INCREASE THE NUMBER OF WOMEN AT ALL LEVELS, WOMEN ARE PARTICULARLY INVITED TO APPLY FOR ALL VACANT POSTS, AS WELL AS FOR ROSTER EVALUATION FOR FUTURE VACANCIES.**

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. Only applicants who are expected to complete a term of appointment will normally be considered.

**APPLICATIONS** (in all cases quote the Vacancy Notice number) must be made on the ICAO application form in accordance with all instructions. The form, if not available locally, may be obtained from Chief, Personnel Branch, International Civil Aviation Organization, 999 University Street, Suite 4.35, Montreal, Quebec, CANADA H3C 5H7. Fax No. (514) 954-6415. E-mail: recruitment@icao.int. The application form is also available from the ICAO Regional Offices in Bangkok, Cairo, Dakar, Lima, Mexico City, Nairobi and Paris.

**EXTERNAL APPLICANTS WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION**

Date of issue of Vacancy Notice: 30 July 2004

*Shahid A. Khan*

## MAJOR DUTIES:

1. Plan, develop, supervise and coordinate the work of the Personnel Branch in consultation with the Director, Bureau of Administration and Services. The Personnel Branch is divided into two Sections: the Staff Services Section and the Recruitment, Establishment and Studies Section. The Branch has its own Local Area Network which requires ongoing information technology support.
2. Prepare, implement and monitor the annual and triennial budgets for the Personnel Branch and ensure that the allotments are managed in a cost-effective manner and do not exceed approved appropriations.
3. Develop and implement personnel policies related to recruitment, appointment, promotion, transfer and separation of staff; conditions of service including salaries, allowances, leave, travel and social security; staff welfare, disciplinary procedures, performance management and training.
4. Prepare or oversee the preparation of documentation, regulations and rules on personnel matters for the ICAO Council, Finance Committee, Secretariat committees, boards, working groups, etc. and for United Nations inter-organizational bodies and meetings.
5. Represent the Secretary General in inter-agency bodies of the United Nations system and in negotiations with local and national authorities, insurance companies, etc.
6. Advise the Secretary General, Directors of Bureaux, Regional Directors, Chiefs of Offices and Branches and other line managers on personnel matters and maintain liaison with the Staff Association.
7. Administer the establishment, including the number, type, funding and grading of posts; oversee the review of requests for new posts and regrading of established posts.
8. Respond to enquiries from Council Members on personnel matters. Prepare and present working papers to the Council, the Finance Committee and other Council working groups and committees as appropriate.
9. Serve as the Secretary of Appointment and Promotion Boards for Professional and Principal Officer posts. Serve as the Chairman of Appointment and Promotion Boards for higher-level General Service posts. Serve as Chairman, Vice-Chairman or Member on the Staff Advisory Committee, Joint Staff Pension Committee, the Advisory Board on Compensation Claims and working groups.
10. Perform other related duties as assigned.

## SUMMARY OF BENEFITS

### 1. Salary, Post Adjustment (Cost of Living Allowance) and Dependency Allowance

If the spouse qualifies as being financially dependent on the staff member, net salary and post adjustment are payable at the dependency rate. In addition a dependency allowance at the rate of U.S. \$1 936 per annum per dependent child is payable. If the spouse does not qualify as being financially dependent, but one child qualifies, net salary and post adjustment are payable at the dependency rate in lieu of the child allowance of U.S. \$1 936 per annum in respect of that child.

A staff member having neither a dependent spouse nor a dependent child receives net salary and post adjustment at the single rate. Where there is no dependent spouse, a single allowance of U.S. \$693 per annum is payable, subject to certain conditions, in respect of a dependent parent, brother or sister. Salary increments are awarded annually or biennially at the higher ends of the salary scales and at the Director level on the basis of satisfactory service.

### 2. Education Grant

Under certain conditions an education grant is paid up to a maximum of U.S. \$11 115 per child annually, as well as expenditure for children's education travel to and from the home country or other permissible place of education.

### 3. Pension Fund

Participation in the United Nations Joint Staff Pension Fund is compulsory and the staff member contributes 7.9 % of his/her pensionable remuneration with the Organization contributing 15.8 %. On separation from the service within five years, the staff member is refunded his/her own contribution with accrued interest. At the Director level, the staff member may opt not to participate in the Pension Fund in which event the Organization would pay to the staff member an amount equal to the amount it would have contributed to the United Nations Pension Fund on a monthly basis.

### 4. Compensation for Service Incurred Death, Injury and Illness

Compensation is payable in accordance with established rules.

### 5. Insurance

Headquarters staff participate in the Quebec Medical Insurance Plan. In addition there is a supplemental optional group medical and dental insurance plan. Group medical insurance plans are available to Regional Office staff. A group life insurance plan (optional) is available to all staff.

### 6. Leave

Six weeks' annual leave accrue each year. Adequate sick leave is available.

### 7. Home Leave Travel

Upon completion of two years of service, round-trip travel expenses for an expatriate staff member and his/her recognized dependents are paid to enable them to visit their place of home.

### 8. Travel, Removal of Furniture and Related Expenses

Travel expenses of the staff member and recognized dependents as well as reasonable costs of removal of furniture from the place of home to the duty station are paid. In the case of posts in Regional Offices other than Paris an allowance may be offered in lieu of removal. Also payable is an assignment grant to compensate for expenses incurred in settling in. On separation from the service, travel expenses of the staff member and recognized dependents as well as reasonable costs of removal of furniture back to the place of home are paid. In addition, a grant to assist in the re-establishment of the staff member in the home country is paid on repatriation.